SHARING A RECORDED SESSION

Go to your course:

1) Click on **Blackboard Collaborate Ultra**

2) Click here to expand menu

3) Open **Recordings**
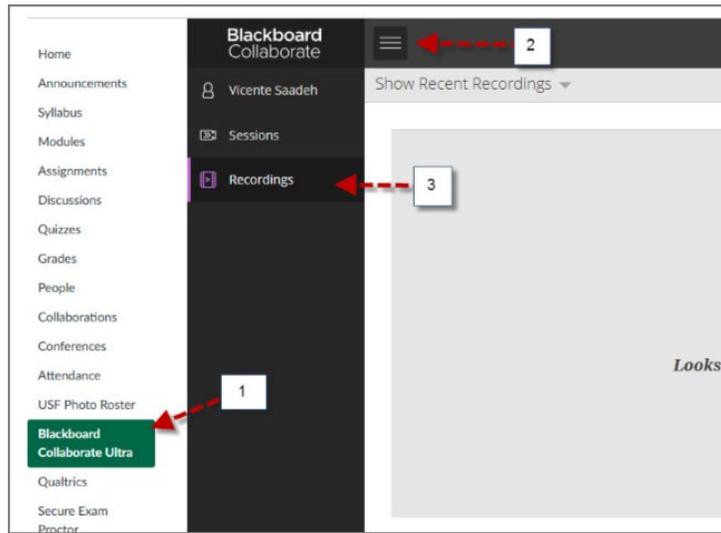
4) If no recordings are available filter by going to "**Recent Recordings**" and click on **"Recordings in A Range"**
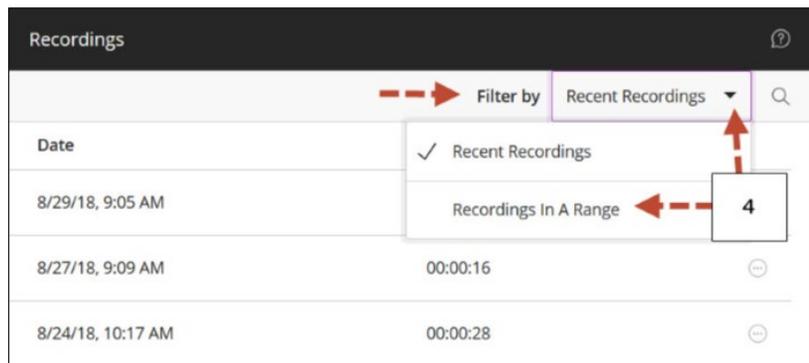
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5) Input the date of the recording or a range if necessary
6) Click on the small circle with three dots to expand
7) Click "Copy Link"
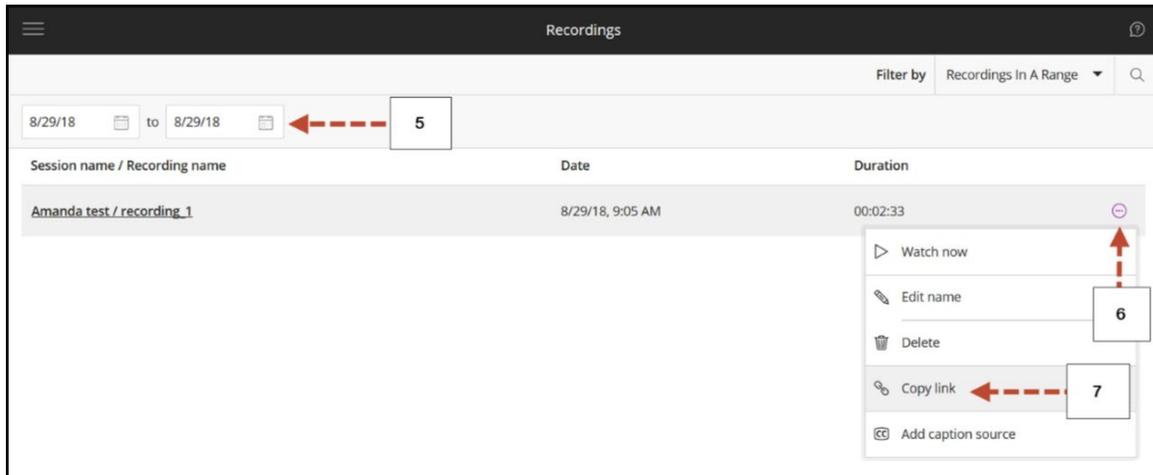
8) This is the link that you will be sharing with other instructors